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ABSTRACT

The introduction (Section I) to the Arizona Long-Range Program contains: the Planning process: past, present, future; General statements of library and archives, functions organization, etc.; and General statements of the conditions of Arizona: demography and library services. Section II contains needs, goals and objectives. Action to implement objectives is in Section III. Evaluation methodology and technique and dissemination of information are in Section IV. Part I of Section V contains the hierarchical arrangement of needs, goals, objectives and tasks. Part 2 of Section V contains the flow chart of tasks relating to needs, goals, objectives, costs, time frame and evaluation. The exhibits make up Section VI. (Other State Plans are: ED 069 318 through 069 326, ED 070 443 through 070 452, ED 070 475 through 070 483, ED 070 486 through 070 494, LI 004089 through 004094, LI 004112 through 004114 and LI 004116). (Author/NH)

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# STATE OF ARIZONA

## Long-range Program

## 1972/73 -- 1976/1977

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LT 004 115

Department of Library & Archives
Phoenix, Arizona
June, 1972

ARIZONA LONG-RANGE PROGRAM

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Section I

# INTRODUCTION

The long-range program for the five fiscal years 1973/1977 has been developed by the staff of the Library Extension Service, assisted by the State Advisory Council on Libraries and the Program Officer, Region IX. The Director of the Department of Library and Archives attended Phase I and III of the Statewide Library Planning and Evaluation Institute and the Librarian of the Library Extension Service attended all three Phases.

The State Advisory Council on Libraries was created by the Director of the Department of Library and Archives by regulatory authority, March 24, 1971.[1] The first meeting was held April 6, 1971. This time was devoted to organizing the Council, explaining the purpose and functions of the Council and outlining the future action. The next meeting was called for April 23rd. Miss Helen Luce, Program Officer, Libraries and Educational Technology, U. S. Office of Education, Region IX, was in attendance. The Annual Program was presented for discussion, recommendations and approval. Planning for the long-range program was begun. Current information concerning all library activities, Statewide, was presented. October 28, 1971 a preliminary meeting of the Director of the Department, the Librarian of the Library Extension Service and the Chairman and Co-chairman of the Council was held. Material concerning the long-range program was prepared for presentation to the entire Council November 10, 1971. A joint meeting of the Council and the Library Development Committee of the Arizona State Library Association was held April 13, 1972. The Co-chairman of the Council, Mrs. Grace Stevenson, spent the day May 3rd with the Library Extension staff and the Director of the Department. The needs, goals and objectives for the development of statewide library service were the points of discussion at these meetings, with the needed informational material presented by the Department. A brief resume was sent to the Arizona State Library Association membership (see Exhibit No. 12). A Delphi exercise in forecasting was completed by the professional staff of the Library Extension Service and by the Council. These two documents assisted in setting priorities and timing.[2]

The Department of Library and Archives has been designated as the State Library Administrative Agency in Arizona. The functions of the Department are comprehensive, covering all of the accepted activities of a state library agency other than those concerned with school and academic libraries.[3] There are four major divisions in the Department. The Research Library contains the law library, Federal and State documents, Arizona State documents, genealogy collection, American history and biography, the political science and government collection and general information. It serves as the legislative reference library and the State law library. The Arizona History and Archives Division contains both the print and archival collections. The State Archives are defined as the official records of municipal, county and State agencies. Microfilm, manuscripts, maps and pictures are included in this collection. The Records Management Division is concerned with the orderly disposal or retention of records, again having jurisdiction over the municipal, county and State agencies. A microfilm section is maintained to do this work in the Department. The Library Extension Service Division is concerned with public library services, Statewide. The functions are acquisitions, cataloging, disbursing collections to libraries and materials to

individuals by bookmobile or interlibrary loan. Consultant service is offered to all public libraries. Workshops are given over the State. Special collections are available. One consultant works with the various State institutions. A section is the Regional Library for the Blind and Physically handicapped. A film circuit is maintained. Interlibrary cooperation is emphasized in all activities.

The Department reports directly to the Legislature. The Director is appointed by Board of Curators or the Legislature with Senate approval. The Department has been in existance since the first territorial laws of 1864, though it has undergone numerous changes.[4]

The Library Extension Service is directed by the Extension Librarian who reports to the Director. This Division is authorized by statutes to prepare a plan for statewide public library service. The Extension Service was added by statute in 1949 but was not funded until 1956. These services are offered to all residents of the State.

The Public Library system in Arizona consists of legally established libraries in incorporated cities and towns[5] and County Libraries[6] for the unincorporated areas. The cities and towns have the option of entering the County systems.

The present procedures will be followed for reviewing and up-dating the long-range program using the Council and Library Extension Service staff. The input from the procedure has been most beneficial, tho' the response has not been as large as expected. Future planning will involve regional meetings for involving a larger audience. A Planning workshop, sponsored by the WICHE Continuing Education Program for Library Personnel will be presented in the Fall of 1972. The audience will be the Council, the Library Development Committee and Library Extension Service staff.

The basic documents used in preparing this long-range program have been:

Stevenson, Grace Thomas. Arizona Library Survey. A Comprehensive Study of Library Services in Arizona with a projection for future services. Tempe, Arizona State University, 1968.[7]

Libraries for Arizona: A Plan. Developed by the Arizona State Library Association, Library Development Committee and accepted by the Executive Board, June 1970.[8]

The criteria, policies and procedures appear in Section III.

The needs, goals and objectives are listed in priority arrangement. This priority was selected through the recommendations in the above mentioned documents and the Delphi exercises.

The overall goal in Arizona is to improve the quality and extent of library service in all areas of the State. The needs and problems are many and varied though probably few are peculiar to Arizona.

Arizona ranks third among the states in rate of population growth, in growth of personal income, and in bank deposits. Arizona ranks first in growth of manufacturing employment. Manufacturing output far outranks agricultural and mineral production, which was the reverse a few years ago.

Population density is a major problem in Arizona, the 6th largest state in area, 113,417 square miles. Almost 3/4 of the state's population is located in the Phoenix and Tucson metropolitan areas, leaving about 1/4 scattered among the remaining 12 counties. Federally owned lands amount to 44.49%, State owned land 13.2%, Indian Reservations 27%, and privately owned land, only 15.3%; therefore, local taxation suffers.

Population density varies from 2.6 persons per square mile in Coconino County (the 2nd largest county in the nation) to 105.8 persons per square mile in Maricopa County (where Phoenix is located); and from 2 persons per square mile in Mohave County to 38.1 persons in Pima County (Tucson's location). The State average is 15.6 persons per square mile. These population factors create problems in providing adequate library service on a statewide basis.

Arizona's population in 1970 was 1,772,482. The 1975 projection is 2,081,500. This represents an increase of 36% over the past ten years, and a projected increase of 34% for the next five-year period. How best to serve this population is our major objective.[9]

---

1 L & A Regulation 71-I See State Basic Plan.
2 Exhibit No. 1
3 Az. Rev. Statutes, Title 41, sects. 701 thru 729.04 Exhibit #2
4 Exhibit No. 3
5 Az. Rev. Statutes, Title 9, sects. 411 thru 420 Exhibit #2
6 Az. Rev. Statutes, Title 11, sects. 901 thru 916 Exhibit #2
7 Exhibit No. 4
8 Exhibit No. 5
9 Exhibit No. 6

Section II

## Identified Needs

| Need | Identifying Documents |
|---|---|
| 1. Concentrate statewide energies on the establishment of Regional libraries. | Libraries for Arizona: A Plan<br>Arizona Public Libraries Statistical Report 1970/71. |
| 2. Establish the three remaining county libraries and strengthen all county libraries in order to serve concurrently as strong libraries for their primary clientele and as resource centers for wider use. | Arizona Library Survey.<br>Arizona Public Libraries Statistical Report of 1970/71. |
| 3. The growth and development of the Dept. of Library and Archives, particularly the Library Extension Service, needs to be continued and amplified, and its services strengthened. | Arizona Library Survey;<br>Libraries for Arizona: A Plan |
| 4. A statewide cooperative reference and information network is needed to give every Arizonan access to all of the state's library resources and to regional and national resources when needed. | Libraries for Arizona: A Plan |
| 5. Provide library service related to the economic and social development and educational needs of ethnic and disadvantaged groups as defined by Federal regulation; to make this service available and meaningful to people in both rural and urban areas who are not accustomed to having books available in any great numbers. | National priorities;<br>population figures;<br>demographic data,<br>Federal Regulations |
| 6. Support, broaden, and strengthen the total rehabilitation program of state institutions by providing appropriate library services and funds. | Demographic data;<br>Objectives and Standards for Libraries in Correctional Institutions;<br>Medical Library Standards;<br>Hospital Libraries;<br>Standards for Library Service in Residential Facilities for the Mentally Retarded. |

| | |
|---|---|
| 7. Blind and Physically Handicapped Readers should be provided with the equivalent library services that satisfy sighted readers. | COMSTAC Report; Standards for strengthened services, by the Commission on Standards and Accreditation of services for the Blind. |
| 8. Provide more suitable facilities for all types of libraries throughout the state. | Arizona Library Survey; Interim Standards for Small Public Libraries; Minimum Standards for Public Library systems; Objectives and Standards for Libraries in Correctional Institutions; Medical Library Standards; Hospital Libraries; Standards for Library Service in Residential Facilities for the Mentally Retarded; COMSTAC Report. |

Note: See Exhibit #8 for Needs Assessment.

## GOALS

1. Offer as nearly total library services as possible to all residents of Arizona through regional systems, building on strength, sharing resources, coordinating programs.

2. Strengthen library services for all residents of Arizona through county organization.

3. Provide leadership at the State level through continued growth of the State Department of Library and Archives.

4. Supply the informational needs of the residents of Arizona by means of library networks coordinating the resources of school, public, academic and special libraries; strengthening the metropolitan public libraries that serve as resource centers for multi-jurisdictional library service areas.

5. The American Indians, Mexican-Americans, Blacks and other ethnic minority groups and disadvantaged as defined in Federal Regulations - vol. 37, #7, page 471 - will be offered special library services to fulfill their special needs.

6. Provide the needed special and normal library services to the residents of State Institutions.

7. Identify the blind and physically handicapped, ascertaining their needs and develop these special programs.

8. Improve the facilities for housing library materials and provide adequate space for the public to make use of the materials and programs offered.

9. To periodically survey all library conditions within the state.

10. To develop cooperative library services and programs on an inter-state basis when geographic areas would receive improved library services and statewide service would be benefited.

## OBJECTIVES

1. To organize six regional libraries within 3 years and establish them under state law.

2. To bring existing county library systems up to Minimum Standards for Public Library Systems, ALA.

3. To encompass the remaining 3 counties into county library systems during 1973/74.

4. Increase consultant services in 4 additional areas at the State Library Extension Department.

5. Develop a program of statewide cooperative buying, processing, and lending of audio-visual materials.

6. Further expand the current program of continuing education and in-service training for library staffs at the rate of 1 additional project a year.

7. Transfer the 4 LES bookmobile programs to the local library systems at the rate of 1 a year.

8. Relate LES programs to priorities - national, state, and regional - such as service to Indians, aging, disadvantaged, the Right to Read; providing materials for these programs.

9. Improve the quality and quantity of book collections statewide in accordance with adopted standards.

10. Develop the Channeled Arizona Information Network as each Region is organized.

11. Coordinate a cooperative search into Arizona's informational needs, and share reference and informational materials.

12. Establish rapid communication systems for ILL requests, information retrieval, and delivery of materials.

13. Develop a continuing program of publicity.

14. Develop cooperative storage and service facilities for little-used materials.

15. Establish a system of reciprocal borrowing privileges.

16. Assist special libraries in becoming involved in the statewide cooperative network.

17. Assist libraries to acquire adequate, and paid staff according to standards.

18. Assist other libraries in developing special programs and services for the disadvantaged.

19. Determine facility needs of libraries.

20. Obtain adequate facilities for libraries according to standards.

21. Assist State institutions to develop cooperative ILL ventures with other institutions and other types of libraries.

22. Develop and continue special programs and services for specific minority groups at the rate of 6 a year.

23. Publicize the talking book program and identify and enroll eligible readers at the rate of 500 a year.

24. Develop an Indian tribal communities project of recorded materials for the blind and physically handicapped.

25. Establish a Spanish language recording project for the blind and physically handicapped.

26. Review, improve and continue surveys.

27. Develop cooperative library services on an interstate basis through agencies such as SLICE, WICHE, FOUR CORNERS REGIONAL COMMISSION.

Section III

## ACTION TO IMPLEMENT OBJECTIVES

Related Objective

### Regional Development

1 In order to improve the quality and extent of library services in all areas of the state, we propose to establish six Regional Libraries, according to the statewide plan accepted by the Arizona State Library Association. These Regional Libraries will be eligible for State Grants-in-Aid and LSCA Grants. Regional Consultant staff will be provided as needed until Regional Libraries are fully organized and operating. A Library Committee should be provided in every Regional Council of Government. Exhibit No. 9.

### County Libraries

2,3 Arizona now has ten county library systems, covering eleven counties. All 14 counties should be part of county library systems. The State Agency will continue to strengthen county and regional libraries, and the metropolitan resource center, with State Grants-in-Aid and LSCA Grants, with library materials, and with consultant services until such time as Regional Libraries are able to provide all services necessary for all components of the Region.

Criteria, policies and procedures: The State Aid Grants are approved by the Legislature and allocated by that Plan, (see Exhibit No. 10). The LSCA grants are allocated on the same total basis as the State Aid. They might be a percentage of these, depending upon the amount available. We request that these grants be used for a specific area such as ethnic minorities or disadvantaged programs. The State Advisory Council for Libraries, The Arizona State Library Association, Library Development Committee, The CHAIN Advisory Committee each have all types of libraries represented by their membership. The staff of the Library Extension Service coordinates projects with the School Library Consultant on the staff of the Department of Education. The Projects Coordinator on the staff of the Library Extension Service contacts all types of libraries for all projects. All programs and projects with all types of libraries are coordinated by these means.

### Local Support

17
20 A necessary goal is to obtain stronger local financial support for all libraries, and to provide for paid staff in all libraries.

| Related Objective | |
|---|---|
| | Library Extension Service |
| 4 | LES Consultant staff will be increased as needed. Regional Consultants will be provided by the State Agency until Regional libraries are fully developed. An Automation Consultant may be hired as needed to help with planning, advising, and implementing automation projects in LES and in Regional Libraries. |
| 8,9 | Special emphasis will be placed on the acquisition of materials and programming related to priorities, national, state, and regional. Materials resources in all types of libraries should be improved; cooperation and coordination of acquisitions among all types of libraries will be promoted. |
| 5 | A statewide cooperative A-V acquisitions program will be organized. |
| 4 | Children's Consultant will be hired for Regional Libraries, retaining a Children's Consultant at LES for statewide coordination and programming. The Children's book collection will be dispersed among the Regional Libraries, and a demonstration collection maintained at LES. |
| 6,18 | In-service training and workshops will be available for all community libraries. |
| 7 | Bookmobile service will eventually be taken over completely by County and Regional Libraries. LES might use vans for the promotion of special collections throughout the state - for the disadvantaged, minority groups, demonstration collections of special materials, etc. Criteria for allocating Title I funds: The Criteria as set forth in the Arizona Basic State plan will be followed. Funds will be allocated based on the priority of needs to accomplish these goals in relation to the available funds. |
| | INSTITUTIONAL LIBRARIES |
| | Adequate Library Quarters |
| 20 | During the planning stages of new State institutions, and in those already existing, provision should be made for adequate library quarters. The library should be centrally located and easily accessible to those residing in the institutions. The library should be treated as an integral part of the overall treatment program in the various State institutions. |
| | Adequate Staff |
| 17 | An adequate library staff is necessary in institutions and this aspect will be given high priority in the overall planning. |

Related
Objective

Where the size of the institution warrants, qualified personnel will be hired to administer a comprehensive library program. Each State institution should provide funding for staffing its library operations on a continuous basis.

Consultant Services

4 Consultant services will be provided by the professional staff of the State Library agency in all aspects of library development. Emphasis will be placed on selecting material to enhance and enrich the educational, vocational, and rehabilitative programs of the institution as well as supply needed material for the ethnic and minority groups represented. The Institutional Consultant will be involved in planning library service to inmates.

Interlibrary Cooperation

21 Interlibrary cooperation will be encouraged and developed by the staff of the State Library agency to promote more and better service by public and other libraries in the vicinity of State institutions. Assistance is needed most by the small institutions which have neither an adequate staff nor collection of their own.

Interlibrary loan service shall be available through the State library agency or through local libraries capable of offering such service.

Standards

Standards used in evaluating the individual library program are:

Objectives and Standards for Libraries in Correctional Institutions
Medical Library Standards
Hospital Libraries: Objectives and Standards
Standards for Library Service in Residential Facilities for the Mentally Retarded
Standards for Library Service for the Blind and Physically Handicapped

An institution not included in the above categories shall be evaluated according to similar standards as devised by the State Library agency.

REGIONAL LIBRARY FOR THE BLIND AND THE PHYSICALLY HANDICAPPED

Publicity and Identification of Eligible Borrowers

23 In order to inform the 30,000 eligible readers in Arizona of their eligibility, every resource must be used from the Talking Bookmobile to billboard displays. The Talking Bookmobile will

Related
Objective

continue to travel around the state, engendering publicity, demonstrating equipment, and finding new readers for the Talking Book program. The Bookmobile also serves as a sub-lending agency.

County and local libraries will be encouraged to publicize and coordinate library activities for the Blind and Physically Handicapped, as is currently being done by the Regional Library as a pilot project.

Making our objectives known to other agencies will be through personal contact, displays, loan of special materials, etc.

A need to inform the public of service and eligibility requirements exists and will be partially met by contracting with a professional public relations agency.

Indian and Spanish-American Projects

22
24 Since the Indian and Spanish-American are the largest ethnic groups in Arizona, emphasis is being placed on providing materials in their language. This will result in making available a service to all the blind and physically handicapped in our state.

Tribal Communities Project

24 Under a program sub-contracted to the Arizona Easter Seal Society over two hundred Indian people in Arizona have been identified as eligible for the Talking Book service. Continued identification is going on. Material in the Papago and Apache languages will be provided first. Agencies which have pre-recorded materials have been contacted, and multiple copies of these materials will be made in the library. Equipment on which to record materials directly by Indians is already in use on the San Carlos Reservation, but will need to be supplemented as the work grows.

Spanish Language Project

25 The Library of Congress already does some work in providing Talking Books in Spanish, but because of the divergency of cultural backgrounds of Spanish-speaking people, not much of real interest can be done for the Mexican-American. A local committee of interested community residents has been set up and has produced a suggested bibliography of material of interest to the Mexican-American for the Library of Congress and the Arizona Regional Library to use. It is hoped that the Southwest region will decide on its needs and go into this program together. The committee has also put together a publicity packet to be used regionally.

Related
Objective

Tape and equipment will be purchased once the program is developed. Already the library has recorded or is in the midst of recording five or six books, but this is just a beginning.

Special Collections and Equipment

In order to make use of our reel-to-reel tape collection our readers must have their own tape recorders, since Library of Congress does not supply tape recorders. The library proposes to have 4-track tape recorders available for short-term loan to those wishing to borrow tapes from our collection or from other agencies providing such service.

To produce high-quality recordings the library proposes to buy recording booths and accessories. As specialized equipment appears on the market to aid the visually and physically handicapped, such new equipment will be purchased.

Evaluation Procedures

Objectives will be measured by:

Increased numbers of eligible borrowers through publicity of the program.
Increased number of readers of material in languages other than English.
Readers able to use all media, including tapes.
Regional cooperative program of libraries working to provide material of interest to the Mexican-American and Indian population.

CONSTRUCTION

Criteria, procedures and priorities

19 To determine the adequacy or inadequacy of public library
20 service and facilities the State agency shall use as criteria:

INTERIM STANDARDS FOR SMALL PUBLIC LIBRARIES: Guidelines toward achieving the Goals of Public Library Service, ALA 1962.
PUBLIC LIBRARY SERVICE: A guide to Evaluation with Minimum Standards, ALA 1956.

Fifty percent (50%) of the total funds required to complete the construction project shall be provided by the local participating agency and shall be readily available. In case of an economically deprived area, Federal funds may be as much as 80% of total funding.

Procedures will follow the LSCA Title II Regulations.

Related
Objective

Construction shall conform to the requirements of Title 34, Arizona Revised Statutes, regulating public buildings and improvements.

Project applications received from localities meeting the requirements already established will be assigned priorities in compliance with the following scale:

1. County libraries and city-county libraries contracting with the State agency to serve as regional libraries unable to provide adequate service.

2. County or city-county library, or a branch of the system.

3. Incorporated city or town libraries that are a department of city government with legally established boards and are unable to provide adequate service.

4. Areas without library facilities.

Construction for low income groups has the highest priority. New construction shall have precedence over replacement construction and both shall have priority over the remodeling of an existing building.

Public library construction projects shall be approved by the Director of the State agency as soon as all requirements are met. Priorities shall be assigned:

On October 1 for all projects approved between July 1 and September 30.

As approved for all projects submitted during the remainder of the fiscal year.

Should there be carry-over funds remaining after the construction priorities have been met, a grant could be made for Furniture and Equipment for prior year construction. A project approved in the prior year can be revised to provide added funds for Furniture and Equipment.

To Qualify the applicant shall:

1. Give proof that rising costs of construction and other factors have prevented the use of specific areas of the building due to lack of furniture and equipment.

2. Have available the local matching funds on the same basis as other construction grants.

Related
Objective

Opportunity for State hearing:

Every agency whose application for funds under the plan for a project for construction of public library facilities is denied will be given an opportunity for a fair hearing before the State agency:

Notification of denial of application, including detailed justification of denial, shall be dispatched by the Director of the Department of Library and Archives or his agent to the applicant by means of certified mail.

Request for a hearing shall be submitted in writing by the appropriate city or county official and dispatched to the Director of the State agency or his agent not more than fifteen (15) days after receipt of notification of denial. This interval is designed to provide sufficient time for discussion before the rejection hearing is scheduled. Reasons for requesting a hearing shall be enumerated and justified.

The requested hearing shall be scheduled within thirty (30) days after the request has been received at State agency headquarters. The Director of the Department of Library and Archives, the Attorney General of the State of Arizona or a member of his legal staff, and a member of the Planning Division of the State Department of Finance shall comprise the board of review. All decisions shall be made within a period of fifteen (15) days after the close of the hearing. All decisions shall be final.

## TITLE III - INTERLIBRARY COOPERATION

No one library and no one type of library can be self-sufficient in serving its users. Acceptance of this statement necessarily implies the need for some form of interlibrary cooperation. Fruitful interlibrary cooperation depends upon the presence of certain desirable elements.[1]

1. Effective cooperation depends upon adequate resources, administrative capability, and efficient communications.

2. Though the primary responsibility of each library must be respected, each library must realize its responsibility to the network and assume its appropriate share of responsibility.

3. All libraries must maintain an attitude of flexibility and experimentation.

With these elements in mind, the following areas of development are proposed as necessary to provide adequate library service in Arizona. They are arranged in priority order.

Related Objective

1. CHAIN

10 The official responsibility for coordinating and developing the Channeled Arizona Information Network (CHAIN) rests with the Library Extension Service and an Advisory Committee composed of the following members: (1) chairman of the LARSS committee in organized regions, (2) representatives from unorganized regions, (3) the president of ASLA, and (4) representatives of the regional resource centers. The CHAIN Coordinator and the Director of Library and Archives will organize the structure of the committee. This committee will research, study, and make recommendations to the CHAIN Coordinator, who will be chairman of the committee. The final responsibility for the network rests with the Director of the Department of Library and Archives.

Each Regional Librarian will be responsible for the operation of CHAIN activities in that region. He will set policies and determine procedures to accomplish the interlibrary loan tasks most efficiently for that region (see diagrams of operational channels for Regions I, II, IV). The LARSS Committee of each region will function in an advisory capacity to the Regional Librarian.

The Chairman of the CHAIN Advisory Committee will coordinate the cooperative activities among the regions by developing the Arizona Bibliographic Center so that the Library Extension Service will function primarily as a location center for each region once it has exhausted its own resources. This chairman will also work with the CHAIN Advisory Committee to develop guidelines for interaction among the regions and the Library Extension Service. Exhibit No. 11.

2. COOPERATIVE RESEARCH INTO ARIZONA'S INFORMATIONAL NEEDS

11 A cooperative research into Arizona's information needs and a subsequent program for locating resources within the state that will meet these needs is an essential program if libraries are to meet the growing informational demands of Arizona citizens as outlined in the "State Plan" written by the ASLA Library Development Committee. The bibliographic control of these resources will be added to the present Arizona Bibliographic Center (ABC) at Library Extension Service, and will be automated using the newest technologies. Subsequently this Bibliographic center will also coordinate activities with other system centers (SWLA, BIB, etc.). ABC will include information and/or locations for all forms of media.

3. SHARING OF REFERENCE AND INFORMATION

5, 11 Libraries and other information agencies with special collections and unique professional talents and knowledge in

Related
Objective

particular subject areas will share reference information by developing data bank systems with terminals at each library that demonstrates a need. A corollary to this service will be cooperative acquisitions of expensive material in order to fill the out-of-the-ordinary needs of public and other library patrons.

4. COMMUNICATION SYSTEMS

12 Two-way communication systems to deliver information and/or documents that includes all types of libraries will be studied and the system(s) that best suit Arizona's needs will be developed; in-and-out WATS lines, telefacsimile, TWX service, credit card telephones, Xerox telecopier system, dataphone, code-a-phone, etc.

5. PUBLICITY

13 The LARSS Committee in each region will be responsible for developing an effective library public relations program for its region. The program will be coordinated at the state level, with guidance and assistance from the Library Extension Service. The program will include cooperation and exchange of ideas and materials among the regions (ex: displays which could be packaged, transported, and used by many librarians throughout the state). The program will also include training in communications for librarians - workshops, short courses, opportunities to learn techniques and develop skills.

6. COOPERATIVE STORAGE BANK

14 The state and regional libraries will develop a cooperative storage bank for little used journals five years or older and other out-dated but occasionally needed books. There should be some system of access to this storage by any person needing the materials. The materials could be stored on film or in bound volumes for long term preservation.

7. INTERSTATE COOPERATION

27 Those librarians actively engaged in library development and cooperation recognize that improved library service for our state will eventually require going beyond the state boundaries. State boundaries place artificial restraints on development of library services and resources. The resources of each state could enrich total library development if shared cooperatively within the SWLA area. From this idea evolved the SWLA project entitled SOUTHWESTERN LIBRARY INTERSTATE COOPERATIVE ENDEAVOR (SLICE), designed to further interstate cooperation by exploring possible cooperative

Related
Objective

ventures and to assist in interstate regional development of library resources and services in the six state SWLA area.

Through SLICE, Arizona will be more deeply involved in interstate programs in such areas as ILL and bibliographic control. These programs should involve sharing of such new technologies as regional COM (Computer printouts on Microfilm), MARC tapes, cooperative states' document base, or active development of continuing education at the professional, technical, and clerical levels.

Arizona will participate in the interstate program sponsored by the WESTERN INTERSTATE COMMISSION FOR HIGHER EDUCATION (WICHE). WICHE's objectives for librarians of the 13 participating states are:

1. to launch an interstate, in-service continuing education program;

2. to develop continuing education leadership through "Training the Trainers Institutes";

3. to sponsor workshops and institutes relating to the role of librarians in a changing society and the changing patterns of library service;

4. to prepare and submit proposals for public and private funding for long-range continuing education programs for librarians in participating states;

5. to consult with cooperating state libraries and conduct seminars and institutes for library staff;

6. to work with state librarians from western states to develop interstate programming for librarians.

8. REGIONAL FREE BORROWING PRIVILEGES

15 Free borrowing privileges among all types of libraries of non-restricted materials will be developed by whatever means is mutually agreeable among the libraries with each region. A use study of the borrowing patterns in a geographic area where several libraries are located will probably show a decrease in traditional ILL time and cost with better service to more people.

A study of several library systems now utilizing reciprocal borrowing privileges is being made by the LES Projects Consultant to determine what problems others have encountered and what solutions were employed. This study will serve

Related Objective

as the foundation upon which to develop guidelines for the implementation of reciprocal borrowing privileges throughout Arizona.

9. SPECIAL LIBRARIES

16 Special libraries (industrial, business, church, law, art museums, etc.) will be encouraged to cooperate in programs with other types of libraries and/or government and private agencies to serve special groups of Arizona citizens - business, industry, senior citizens, artists, churches, agriculture, minorities, low income, students, etc. - in such special areas as housing, health, ecology, career, retraining programs, recreation, travel, adult education, alcohol, and drug abuse education.

10. CONTINUING EDUCATION

6, 27 Closed circuit TV workshops will be planned, sponsored, and presented on a cooperative basis using talents within and outside the library profession. The programs should cover a broad range of subjects from special technical information to current social and economic problems. The system should be a two-way conversation type to allow audience reaction with the speaker(s).

Packaged workshops will be compiled and distributed throughout the state for use in all types of libraries.

The purpose of LSCA Title III is to provide adequate free library service to all the citizens of Arizona through the effective coordination of the resources of the academic, public, school, and special libraries of the state. All libraries in the state are eligible to participate.

Procedures will follow LSCA Title III regulations:

1. Notification to all libraries throughout the state of availability of funds, the purpose of funds, and criteria for application.

2. Applications are sent upon request.

3. Applications are reviewed by the state librarian using the following criteria: the project -
   a. shall involve two or more types of libraries.
   b. assure that adequate facilities and staff shall be available to insure success.
   c. provide assurance that there will be future financial support when there may be no more federal aid or when matching funds are required.

Related
Objective

d. be so conceived and so constructed that it can be used statewide or be applicable statewide.
e. define the specific responsibilities of each type of library.
f. identify the immediate and long-range benefits to be derived from the project.

4. Priorities will be assigned in relation to the degree to which the applications meet the above criteria, the funds available, and the resources in finances and personnel at the state agency to provide the necessary leadership and guidance. Projects concerning the continuing education of librarians and interstate cooperation are also considered for funding under LSCA Title III.

5. Project grantees shall send periodic reports of progress and evaluation to the state library projects consultant.

6. The state library projects consultant shall write a final evaluative report at the end of the project.

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[1] Casey, Genevieve M. INTERSTATE LIBRARY OPERATIONS IN THE UNITED STATES, p.3

Section IV

## Summary of Evaluation Methodology and Techniques

1. Statistics

   a. Population and ethnic groups
   b. Population estimates to determine needs
   c. Number of borrowers compared to number of non-users
   d. Circulation
   e. Author-title requests
   f. Subject requests
   g. Reference statistics
   h. Interlibrary loan statistics
   i. Cost analysis for specific periods of time

2. Standards

   a. Interim Standards for Small Public Libraries
   b. Minimum Standards for Public Library Systems
   c. Objectives and Standards for Libraries in Correctional Institutions
   d. Medical Library Standards
   e. Hospital Libraries: Objectives and Standards
   f. Standards for Library Service in Residential Facilities for the Mentally Retarded
   g. COMSTAC Report; Standards for strengthened services, by the Commission on Standards and Accreditation of services for the blind, 1966

3. Monitoring

   a. Written evaluation of projects by LES consultant staff, semi-annually
   b. Written evaluation of projects by State Grants-in-Aid and LSCA grantees-county librarians, institutional librarians, etc., semi-annually
   c. Continuing evaluation provided by annual program reports
   d. User response
   e. Study of literature on similar projects by other states
   f. Advisory Council, continuing evaluation of programs
   g. Feedback from dissemination of information about projects

4. Dissemination of Information

   a. Reports to the Advisory Council at quarterly meetings
   b. Reports to the ASLA Executive Board quarterly meetings
   c. Evaluation of reports sent to the Library Development Committee
   d. Information about on-going projects published monthly in the ASLA Newsletter
   e. Final evaluation of projects published in the Roadrunner, annual report issue - distributed to all librarians in the state and interested librarians in other states
   f. Exchange of information about projects at bi-monthly meetings of the CHAIN Advisory Board
   g. Quarterly newsletter of information about on-going projects and results of evaluation of projects throughout the state, mailed to every librarian in the state to keep everyone up-to-date

Section V, Part 1

## HIERARCHICAL ARRANGEMENT OF NEEDS, GOALS, OBJECTIVES, AND TASKS

1 Need: Concentrate statewide energies on the establishment of regional libraries.

1 Goal: To strengthen library service through regional organization.

1 Objective: To establish regional libraries.

Tasks:

1 Provide needed regional consultant services.

2 Organize and develop 6 regional library services.

6 Improve ILL services through regional facilities.

5 Provide consultant services for budgeting and staff development.

9 Objective: Improve the quality and quantity of book collections statewide.

Tasks:

24 Assist in acquiring a minimum of 2 books per capita statewide.

25 Assist in book selection and weeding to assure quality collections.

55 Expand the state grants-in-aid program.

57 Promote larger local library budgets to permit expanded services.

76 Acquire additional bibliographies and standard book selection aids.

17 Objective: Assist libraries in acquiring adequate and paid staff according to standards.

Tasks:

55 Expand state grants-in-aid program.

57 Promote larger local library budgets to permit expanded services.

58 Instill need and incentives for paid staff in all libraries.

9 Goal: To periodically survey all library conditions within the state.

26 Objective: Review, improve, and continue surveys.

Tasks:

79 Include all types of libraries in surveys.

80 Up-date existing survey(s).

81 Survey needs of library users and non-users.

2 Need: Establish the 3 remaining county libraries and strengthen all county libraries in order to serve concurrently as strong libraries for their primary clientele and as resource centers for wider use.

2 Goal: Strengthen library service through county organization.

2 Objective: To bring existing county library systems up to standards and increase their services.

Tasks:

3 Improve staff and services of the county libraries.

4 Promote hiring of professional librarians in all county library systems.

5 Provide consultant services for budgeting and staff development.

6 Improve ILL services through county facilities.

3 Objective: To encompass the remaining 3 counties into county library systems.

Tasks:

7 Organize county library systems for Navajo, Apache, and Greenlee counties.

9 Objective: Improve the quality and quantity of book collections statewide.

Tasks:

24 Assist in acquiring a minimum of 2 books per capita.

25 Assist in book selection and weeding to assure quality collections.

55 Expand state grants-in-aid program.

57 Promote larger local library budgets to permit expanded services.

76 Acquire additional bibliographies and standard book selection aids.

7 Objective: Transfer the 4 LES bookmobile programs to the local library systems.

Tasks:

16 Encourage, through demonstration projects, local maintenance of local bookmobile service.

17 Assist counties in assuming responsibility for bookmobile service.

17 Objective: Assist libraries in acquiring paid and adequate staff.

Tasks:

55 Expand state grants-in-aid program.

57 Promote larger local library budgets to permit expanded services.

58 Instill need and incentives for paid staff in all libraries.

9 Goal: To periodically survey all library conditions within the state.

26 Objective: Review, improve, and continue surveys.

Tasks:

79 Include all types of libraries in surveys.

80 Up-date existing survey(s).

81 Survey needs of library users and non-users.

3 Need: The growth and development of the Department of Library and Archives, particularly the Library Extension Service, needs to be continued, and its services strengthened.

3 Goal: To improve library services through the state by strengthening the Division of Library Extension Services, Department of Library and Archives.

4 Objective: Add 4 consultant services at LES.

Tasks:

1 Provide regional consultant services.

8 Employ an audio-visual specialist at LES.

9 Obtain automation consultant services.

10 Obtain public relations and publicity services.

4 Need: A statewide cooperative reference and information network is needed to give every Arizonan access to all of the state's library resources and to regional and national resources when needed.

4 Goal: To develop cooperative library networks on a local, regional, statewide basis, for the coordination of resources of school, public, academic, and special libraries, to provide easy access to materials and information, and to strengthen metropolitan libraries that serve as regional resource centers.

10 Objective: Develop the Channeled Arizona Information Network.

Tasks:

26 Set up regional interlibrary loan networks in Regions II, III, V, VI.

27 Write a procedure/policy manual to govern the ILL activities among all types of libraries throughout the state.

11 Objective: Coordinate a cooperative search into Arizona's informational needs, and share reference and informational needs.

Tasks:

28 Film the catalogs of the major resource centers in the state.

29 Up-date the catalog yearly.

30 Send duplicates of catalog and up-dates to the regional libraries.

31 Expand ABC to include all forms of media.

32 Sell to or exchange catalog with other Southwestern states.

33 Help the regions set up regional union catalog including the small, special collections.

34 Cooperative acquisition among regional and state resource centers of expensive material to fill out-of-the-ordinary needs.

35 Cooperative acquisition among regional and state resource centers of expensive bibliographic tools for locating information.

36 Continue developing file at LES of special and unique collections.

12 Objective: Establish rapid communication systems for ILL requests, information retrieval, and delivery of materials.

Tasks:

37 Place at least one TWX machine in each region.

38 Put a telephone in every library with funds to pay for long-distance calls to the regional library from local libraries.

39 Develop a system for delivery of materials.

40 Establish telephone lines between the regional libraries and LES for discussion of problems, questions, etc.

5 Objective: Develop a program of statewide cooperative buying, processing, and lending of audio-visual materials.

Tasks:

8 Employ an A-V specialist at LES.

11 Develop cooperative buying procedures for films and related materials.

12 Establish programs for utilization of A-V materials in regional library systems.

13 Objective: Develop a continuing program of publicity.

Tasks:

10 Obtain public relations and publicity services.

41 Assist regions to plan and carry out effective publicity programs.

42 Coordinate P-R programs at the state level so regions can share ideas and materials.

43 Prepare publicity packages of displays, news releases, etc. for use in libraries around the state.

44 Hold workshops in communications for libraries.

51 Use all means of communication to disseminate to all interested persons information concerning library activities.

52 Using P-R, Publicity consultant services, write a quarterly newsletter containing information, evaluation, recommendations concerning on-going projects throughout the state, to be distributed to every library in the state.

14 Objective: Develop cooperative storage and service facilities for little-used materials.

Tasks:

45 Little-used journals and out-dated but occasionally needed books will be sent to LES by the regional libraries.

46 Decide on storage method: microform and/or bound volumes.

47 Develop a system of access to the storage bank of little-used materials.

15 Objective: Establish a system of reciprocal borrowing privileges.

Tasks:

48 Conduct a study of library systems now using reciprocal borrowing privileges to determine what problems are being encountered and what solutions employed to be put to use in Arizona.

49 Assist regions to implement reciprocal borrowing and coordinate it with the ILL program.

50 Expand reciprocal borrowing to the statewide level.

16 Objective: Involve special libraries in the statewide cooperative network.

Tasks:

33 Find the small, specialized collections throughout the state and include in regional union lists.

36 Continue developing file at LES of unique and special collections.

6 Objective: Further expand the current program of continuing education and in-service training program for library staff.

Tasks:

53 Assist regional librarians to plan and carry out needed workshops within each region.

54 Package model workshops to be shared by all regions.

13 Conduct workshops and institutes for all types of library personnel.

14 Compile informational brochures concerning specific library techniques.

15 Provide individualized training to meet local needs.

27 Objective: Develop cooperative library services on an interstate basis through agencies such as WICHE, SLICE, 4 Corners.

Tasks:

77 Cooperate with SLICE on projects of benefit to Arizona.

78 Participate in WICHE programs for continuing education.

10 Goal: To develop cooperative library services and programs on an interstate basis when geographic areas would receive improved library services and statewide service would be benefited.

27 Objective: Develop cooperative library services on an interstate basis through agencies such as WICHE, SLICE, 4 Corners.

Tasks:

77 Cooperate with SLICE on projects of benefit to Arizona.

32 Sell to or exchange catalog with other Southwestern states.

5 Need: Provide library service related to the economic and social development and educational needs of ethnic and disadvantaged groups; to make this service available and meaningful in both rural and urban areas who are not accustomed to having books available in any great numbers.

5 Goal: To strengthen library services to Indians, Mexican-Americans, blacks, other ethnic minorities, and the disadvantaged.

8 Objective: Relate LES programs to priorities - national, state, regional.

Tasks:

62 Continue and enlarge 4 Corners project.

18 Coordinate local procurement of materials to support the Right to Read program.

19 Purchase materials for specific minority groups such as Indians, Mexican-Americans, and blacks.

20 Provide materials to supplement Early Childhood Education programs.

21 Assist in providing materials for the aged.

22 Provide materials for adult education and vocational rehabilitation.

23 Align State Grants-in-Aid with National priorities.

22 Objective: Develop special programs and services for specific minority groups.

Tasks:

62 Continue 4 Corners project.

19 Purchase materials for minority groups such as Indians, Mexican-Americans, blacks.

18 Objective: Develop special programs and services for the disadvantaged.

Tasks:

20 Provide materials for Early Childhood Education program.

21 Assist in providing materials for the aged.

22 Provide materials for adult education and vocational rehabilitation.

6 Need: Support, broaden, and strengthen the total rehabilitation program of the state's institutions by providing appropriate library services and funds.

6 Goal: To improve library service in state institutions.

17 Objective: Assist libraries in obtaining adequate and paid staff.

Tasks:

59 Assist local institution heads to obtain adequate staff.

9 Objective: Improve the quality and quantity of book collections.

Tasks:

59 Assist institution heads to obtain adequate facilities.

25 Assist in book selection and weeding to assure quality collections.

24 Assist in acquiring a minimum of 2 books per capita.

21 Objective: Assist state institutions to develop cooperative ILL ventures with other state institutions and other types of libraries.

Tasks:

60 Continue institutional ILL activity with LES.

61 Assist institution heads and staff to become involved in cooperative ventures with all types of libraries.

9 Goal: To periodically survey all library conditions within the state.

26 Objective: Review, improve, and continue surveys.

Tasks:

79 Include all types of libraries.

80 Up-date existing survey(s).

81 Survey needs of library users and non-users.

7 Need: Blind and physically handicapped readers should be provided with the same library services that satisfy sighted readers.

5 Goal: The American Indians, Mexican-Americans, blacks and other ethnic minority groups and disadvantaged as defined in Federal regulations will be offered special library services to fulfill their special needs.

22 Objective: Develop and continue special programs and services for specific minority groups at the rate of 6 a year.

Tasks:

70 Prepare publicity materials in Spanish for the visually handicapped.

7 Goal: To improve library services to the blind and physically handicapped.

23 Objective: Publicize the talking book program and identify eligible readers.

Tasks:

10 Obtain public relations and publicity services.

63 Continue work of talking bookmobile.

64 Establish program of service to blind and physically handicapped with appropriate staff in selected public libraries.

65 Establish program of service to blind and physically handicapped in institutions.

66 Identify eligible readers for the blind and physically handicapped program.

69 Purchase portable recording equipment.

72 Purchase tape and taping equipment to produce multiple copies of any material recorded.

73 Purchase 4-track tape recorders for loan to readers.

74 Purchase recording booths and accessories in which to record locally.

75 Purchase new, specialized equipment particular to the needs of blind and physically handicapped.

24 Objective: Develop an Indian tribal communities project of recorded materials for the blind and physically handicapped.

Tasks:

67 Produce material in local Indian languages.

68 Locate and purchase pre-recorded Indian language materials.

25 Objective: Establish a Spanish language recording project for the blind and physically handicapped.

Tasks:

71 Establish a project to produce Spanish-language materials for the blind andphysically handicapped through cooperation among Southwest libraries.

9 Goal: To periodically survey all library conditions within the state.

26 Objective: Review, improve, and continue surveys.

Tasks:

79 Include all types of libraries in surveys.

80 Up-date existing survey(s).

81 Survey needs of library users and non-users.

8 Need: Improved and more suitable library facilities are needed statewide for all types of libraries.

8 Goal: To improve library facilities.

19 Objective: Determine facility needs of libraries.

Tasks:

56 Survey existing library facilities toward assisting local libraries to obtain funds for construction.

20 Objective: Obtain adequate facilities for libraries.

Tasks:

57 Promote larger local library budgets to permit expanded services.

9 Goal: To periodically survey all library conditions within the state.

26 Objective: Review, improve, and continue surveys.

Tasks:

79 Include all types of libraries in surveys.

80 Up-date existing survey(s).

81 Survey needs of library users and non-users.

Section V - Part 2

| TASK | Objective | Goal | Need | Cost | Time | Evaluation Method |
|---|---|---|---|---|---|---|
| 1) Provide needed regional consultant services | 1,4 | 1,3 | 1,3 | $ 19,000 | 1973/77 | 2a,2b |
| 2) Organize and develop 6 regional library systems | 1 | 1 | 1 | 27,000 | 1973/75 | 1h,2a |
| 3) Improve staff and services of the county libraries | 2 | 2 | 2 | 30,000 | 1973/77 | 1b,1d,1g 1h |
| 4) Promote hiring of professional librarians in all county library systems | 2 | 2 | 2 | 1,000 | 1973/77 | 2a,2b,3c |
| 5) Provide consultant services for budgeting and staff development | 1,2 | 1,2 | 1,2 | 25,000 | 1973/77 | 2a,3b,3c |
| 6) Improve interlibrary loan services through county and regional library facilities | 1,2 | 1,2 | 1,2 | 3,000 | 1973/75 | 1h,2a,2b, 2d,2g |
| 7) Organize county library systems for Navajo, Apache and Greenlee Counties | 3 | 2 | 2 | 1,000 | 1973 | 2a,2b |
| 8) Employ an audio-visual specialist at LES | 4,5 | 3,4 | 3,4 | 24,000 | 1975/77 | 2b |
| 9) Obtain automation consultant services | 4 | 3 | 3 | 45,000 | 1974/77 | 2b |

| TASK | Objective | Goal | Need | Cost | Time | Evaluation Method |
|---|---|---|---|---|---|---|
| 10) Obtain public relations and publicity services | 4,13,23 | 3,4, 7 | 3,4, 7 | $ 48,000 | 1973/77 | 2b,2c,2d, 2g |
| 11) Develop cooperative buying procedures for films and related materials | 5 | 4 | 4 | 1,000 | 1975/77 | 2b,2c,2d, 2g |
| 12) Establish programs for utilization of A-V materials in regional library systems | 5 | 4 | 4 | 1,000 | 1975/77 | 3b,3c,3d, 3g |
| 13) Conduct workshops and institutes for all types of library personnel | 6 | 4 | 4 | 10,000 | 1973/77 | 3a,3b,3c, 3d,3g |
| 14) Compile informational brochures concerning specific library techniques | 6 | 4 | 4 | 4,000 | 1973/77 | 3d |
| 15) Provide individualized training to meet local needs | 6 | 4 | 4 | 25,000 | 1973/77 | 3d |
| 16) Encourage, through demonstration projects, local maintenance of bookmobile service | 7 | 2 | 2 | 48,000 | 1973/75 | 3a,3c,3f |
| 17) Assist counties in assuming responsibility of bookmobile service | 7 | 2 | 2 | 6,000 | 1974/77 | 3a,3d,1c, 2b |
| 18) Coordinate local procurement of materials to | 8 | 5 | 5 | 30,000 | 1973/75 | 3d,1d,1c, 3a |

| TASK | Objective | Goal | Need | Cost | Time | Evaluation Method |
|---|---|---|---|---|---|---|
| support Right to Read program | | | | | | |
| 19) Purchase materials for specific minority groups such as Indians, Mexican-Americans, Blacks, and the economically disadvantaged | 8,22 | 5 | 5 | $ 50,000 | 1973/77 | 1c,1d,3d, 3a |
| 20) Provide materials to supplement Early Childhood Education programs | 8,18 | 5 | 5 | 25,000 | 1973/77 | 3a,3d |
| 21) Assist in providing materials for programs for the aged | 8,18 | 5 | 5 | 25,000 | 1973/77 | 3a,3d |
| 22) Provide materials for adult education and vocational rehabilitation | 8,18 | 5 | 5 | 25,000 | 1973/77 | 3a,3d |
| 23) Align State Grants-in-Aid and LSCA programs with national priorities | 8 | 5 | 5 | 15,000 | 1973/77 | 3a,3b,3c |
| 24) Assist in acquiring a minimum of two books per capita statewide | 9 | 6.1, 2 | 1,2, 6 | 144,000 | 1973/76 | 1d,2a-g |
| 25) Assist in book selection and weeding, using lists, bibliographies and standard guides, to assure quality collections | 9 | 1,2 6 | 1,2 6 | 20,000 | 1977 | 3c,3d, 2a-g |

| TASK | Objective | Goal | Need | Cost | Time | Evaluation Method |
|---|---|---|---|---|---|---|
| 26) Help set up regional inter-library loan networks in Regions II, III, V, VI | 10 | 4 | 4 | $ 20,000 | 1973/77 | 3a,3b,3d, 1h |
| 27) Write a procedure/policy manual to govern the ILL activities among all types of libraries throughout the state | 10 | 4 | 4 | 5,000 | 1973/73 | 3c,3d,3f, 3g |
| 28) Film the catalogs of the major resource centers in the State (ASU, U of A, Phoenix PL, Tucson PL) on microfilm cassettes | 11 | 4 | 4 | 1,500 | 1973 | 3a,3b,3c |
| 29) Update once a year using computer-based index:<br>a. Write basic computer program<br>b. Each library included in the catalog sends a main-entry card to LES for each book added to the collection after original filming was begun<br>c. This card file will be part of the Arizona Bibliographic Center at LES<br>d. Each year the cards will be key-punched, fed into computer data-base, and resulting information will be kept on microfiche | 11 | 4 | 4 | 5,000 | 1974/77 | 3c |

| TASK | Objective | Goal | Need | Cost | Time | Evaluation Method |
|---|---|---|---|---|---|---|
| 30) Send duplicates of original catalogs and up-dates to the regional libraries | 11 | 4 | 4 | | 1973/77 | 3a,3c |
| 31) Expand ABC to include all forms of media | 11 | 4 | 4 | | 1974/77 | 3a,3c |
| 32) Coordinate activities with other systems (sell our catalog to other SW states, or exchange ours for theirs) | 11 | 4 | 4 | | 1975/77 | 3a,3c |
| 33) Find the small, but specialized collections throughout the state, and help the regions set up regional union catalogs including especially these specialized collections | 11,16 | 4 | 4 | $ 9,000 | 1973/77 | 3a,1h,3d |
| 34) Cooperative acquisition among regional and state resource centers of expensive material to fill out-of-the-ordinary needs of patrons | 11 | 4 | 4 | 8,000 | 1973/77 | 3a,3c,3d |
| 35) Cooperative acquisition among regional and state resource centers of expensive bibliographic tools for locating information | 11 | 4 | 4 | 8,000 | 1973/77 | 1h,3a,3d |

| TASK | Objective | Goal | Need | Cost | Time | Evaluation Method |
|---|---|---|---|---|---|---|
| 36) Continue developing file at LES of special and unique collections | 11,16 | 4 | 4 | Figured under objective 11, task #36 | 1973/77 | 3a,1h,3d |
| 37) Place at least one teletype-TWX machine in each region (one at the regional library) | 12 | 4 | 4 | Figured in objective 10, task #27 | 1973/77 | 1h,3a,3b |
| 38) Put a telephone in every library with funds to pay for long-distance calls to the regional library from local libraries | 12 | 4 | 4 | $ 37,950 | 1973/77 | 1h,3a,3b, 3c,3d |
| 39) Develop a system for delivery of materials (a state truck or plane on a regular schedule with bins for each regional library, then each region continues the deliveries throughout each region) | 12 | 4 | 4 | 22,000 | 1975/77 | 1h,3a,3d |
| 40) Establish a telephone line between the regional libraries and LES, so the LES staff is immediately available to regional librarians for discussion of problems, questions, etc. (use in-WATS or some method more economical than the usual personal long-distance call) | 12 | 4 | 4 | 37,500 | 1973/77 | 3a,3d |

| TASK | Objective | Goal | Need | Cost | Time | Evaluation Method |
|---|---|---|---|---|---|---|
| 41) Assist Regions to plan and carry out effective publicity programs | 13 | 4 | 4 | Figured in P-R consultant's salary | 1973/77 | 1d,1c,3a, 3b,3c,3d, 3g |
| 42) Coordinate P-R programs at the state level so regions can share ideas and materials | 13 | 4 | 4 | " | 1973/77 | 3a,3c,3d, 3g |
| 43) Prepare publicity packages of displays, news releases, etc. for use in libraries around the state | 13 | 4 | 4 | $ 7,000 | 1973/77 | 3a,3c,3d, 3g,3e |
| 44) Hold workshops and training sessions in communications for librarians | 13 | 4 | 4 | Figured in P-R consultant's salary | 1973/77 | 3a,3c,3d |
| 45) Little-used journals and out-dated but occasionally needed books will be sent to LES by the regional libraries | 14 | 4 | 4 | | 1974/77 | 1h,3a,3c, 3d |
| 46) Decide on storage methods: Microform and/or bound volumes | 14 | 4 | 4 | | 1974/77 | 3a,3e |
| 47) Develop a system of access to the storage bank of seldom-used material | 14 | 4 | 4 | | 1974/77 | 3a,3c |
| 48) Conduct study of library systems now using | 15 | 4 | 4 | $ 500 | 1973/73 | 3a,3c,3e |

| TASK | Objective | Goal | Need | Cost | Time | Evaluation Method |
|---|---|---|---|---|---|---|
| reciprocal borrowing privileges to determine what problems are being encountered and what solutions employed to be put to use in Arizona | | | | | | |
| 49) Assist Regions to implement reciprocal borrowing and coordinate it with the ILL program | 15 | 4 | 4 | $ 2,000 | 1976/77 | 3a, 3c, 3d, 3e |
| 50) Expand reciprocal borrowing to the statewide level | 15 | 4 | 4 | 2,500 | 1977 | 3c |
| 51) Use all means of communication (telephone, TWX, ASLA Newsletter, Tumbling Tumbleweed, Roadrunner, written correspondence) to disseminate to all interested persons information concerning any library activities throughout the state | 13 | 4 | 4 | 8,000 | 1973/77 | 3c, 3g |
| 52) Using P-R, Publicity consultant services, write a quarterly newsletter containing information, evaluation, recommendations concerning on-going projects throughout the state, to be distributed to every library in the state | 13 | 4 | 4 | 15,000 | 1973/77 | 3d, 3g |

| TASK | Objective | Goal | Need | Cost | Time | Evaluation Method |
|---|---|---|---|---|---|---|
| 53) Assist the regional librarians to plan and carry out needed work shops within each region | 6 | 4 | 4 | $ 50,000 | 1973/77 | 3a,3c,3d |
| 54) Package model workshops to be shared by all regions | 6 | 4 | 4 | 150,000 | 1973/77 | 3a,3c,3d, 3e |
| 55) Expand State Grants-in-Aid program | 17,9 | 1,2 | 1,2 | 2,500,000 | 1973/77 | 3a,3b,3c |
| 56) Survey existing library facilities toward assisting local libraries to obtain funds for construction | 19 | 8 | 8 | 750,000 | 1973/74 | 3b,3e |
| 57) Promote larger local library budgets to permit expanded services | 17,9,20 | 1,2, 8 | 1,2, 8 | 10,000 | 1973/77 | 3b,3c, 2a-g |
| 58) Instill need and incentives for paid staff in all libraries | 17 | 1,2 | 1,2 | 5,000 | 1973/76 | 2a-g, 3b,3c |
| 59) Assist local institution heads to obtain adequate staff and facilities | 17,9 | 6 | 6 | | 1973/77 | 3a,3b, 2c-g |
| 60) Continue institutional interlibrary loan activity with LES | 21 | 6 | 6 | 1,000 | 1973/77 | 1e,1f,1g, 1h |

| TASK | Objective | Goal | Need | Cost | Time | Evaluation Method |
|---|---|---|---|---|---|---|
| 61) Assist Institution heads and staff to become involved in cooperative ventures with other institutions and other types of libraries | 21 | 6 | 6 | Included in consultant's salary | 1973/77 | 3a,3b,3c, 2c,2e,2f, 2g |
| 62) Continue and enlarge special projects such as the Four Corners Project | 22,8 | 5 | 5 | $ 250,000 | 1973/77 | 1d,1a,1b |
| 63) Continue work of talking bookmobile with Easter Seal Society | 23 | 7 | 7 | 125,000 | 1973/77 | 3b,3a,1c |
| 64) Establish program of service to the blind and physically handicapped with appropriate staff in selected public libraries | 23 | 7 | 7 | 41,000 | 1973/74 | 3b,2a,2g |
| 65) Establish program of service to blind and physically handicapped in institutions | 23 | 7 | 7 | 5,000 | 1973/73 | 3d,3c,2c, 2f |
| 66) Identify eligible readers for the blind and physically handicapped program | 23 | 7 | 7 | 22,050 | 1973/77 | 1a,1d,3d |
| 67) Produce recorded material in local Indian languages for the blind and physically handicapped | 24 | 7 | 7 | 5,000 | 1973/77 | 1f,3d,3a, 3b,3c |

| TASK | Objective | Goal | Need | Cost | Time | Evaluation Method |
|---|---|---|---|---|---|---|
| 68) Locate and purchase pre-recorded Indian language materials | 24,22 | 7 | 7 | $ 1,500 | 1973/77 | 1f,3a,3b, 3c,3d |
| 69) Purchase portable recording equipment | 23,24,29 | 7 | 7 | 1,250 | 1973/73 | 1f,3a,3b, 3c |
| 70) Prepare publicity materials in Spanish for the visually handicapped | 22 | 5 | 7 | 2,000 | 1973/77 | 1a,3a,3b, 3c,3d |
| 71) Establish a project to produce Spanish-language materials for the blind and physically handicapped through cooperation among Southwest libraries | 25 | 7 | 7 | 5,000 | 1973/77 | 1f,3a,3b, 3c,3d |
| 72) Purchase tape and taping equipment to produce multiple copies of any materials recorded | 23 | 7 | 7 | 5,000 | 1973/77 | 1f,3a,3b, 3c |
| 73) Purchase 4-track tape recorders for loan to readers | 23 | 7 | 7 | 600 | 1973/77 | 3a,3b,3c, 3d,2g |
| 74) Purchase recording booths and accessories in which to record locally | 23 | 7 | 7 | 7,000 | 1973/77 | 3d,2g |
| 75) Purchase new, specialized equipment particular to the needs of the blind and physically handicapped | 23 | 7 | 7 | 10,000 | 1973/77 | 2g |

| TASK | Objective | Goal | Need | Cost | Time | Evaluation Method |
|---|---|---|---|---|---|---|
| 76) Acquire additional bibliographies and standard book selection aids | 9 | 1,2 | 1,2 | $ 600 | 1973/77 | 2g |
| 77) Cooperate with SLICE on any interstate programs which would benefit Arizona (such areas as ILL, bibliographic control, continuing education) | 27 | 10,4 | 4 | 10,000 | 1973/77 | 3a,3c,3d, 1i |
| 78) Participate in WICHE programs for continuing education | 27 | 4 | 4 | 12,500 | 1973/77 | 3a,3c,3d |
| 79) Include all types of libraries in surveys | 26 | 9 | 1,2, 6,8 7 | 5,000 | 1973/77 | 1a-h, 3a-f, 2a-g |
| 80) Update existing survey(s) | 26 | 9 | 1,2 8,7 | 35,000 | 1973/77 | 1a-h, 3a-f, 2a-g |
| 81) Survey the needs of library users and non-users | 26 | 9 | 1,2 6,8 7 | 6,000 | 1973/77 | 1a-h, 3a-f, 2a-g |